

US NAF Flexible Position RECREATION ASSISTANT



\$10.00 - \$12.00 per hour
Location: Fitness Section

Official Position Title: Recreation Assistant, NF-0189-02
Announcement #: NUS-14-015
Opening Date: 14 May 2014
Closing Date: Open Until Filled
1st Cut-Off Date: 20 May 2014 (Subsequent cut-off dates: every 5 working days)

Department of the Navy
Morale, Welfare and Recreation Dept
U.S. Naval Air Station Sigonella,
NAS I BLDG. 202
Phone: COM 095-56-0509 DSN 624-0509

Notes:

1. There are two flexible positions.
2. Selected candidates will be required to pass a pre-employment physical examination and to satisfactorily complete a background investigation (NACI) as conditions of employment.
3. Regular work schedule may include working evenings, weekends and holidays.
4. Civilian candidates must be in possession of Official U.S. Passport (containing VISA and annotation showing the bearer's residence abroad as a military/civilian dependent), Sponsor's permanent Change of Station (PCS) Orders, including page 2, or Command-sponsored sponsorship authorization, and sojourner's permit/application letter.
5. Military personnel must provide this office with written authorization from their command to work during off-duty hours and a copy of their military Orders.

How to Apply

Applicants must submit: (1) Résumé; (2) Overseas Residency Questionnaire; (3) Family Member/Military Spouse Supplement; and (4) OF 306, Declaration for Federal Employment. **Veterans** must submit copy of DD-214 (and SF-15 if claiming 10-Point preference).

Please make sure your résumé contains all the required information listed on the last page of this announcement.

Area of Consideration

U.S. citizens in the commuting area who are authorized sponsors and command-sponsored dependents of civilian and military personnel.

Description of Duties

Promotes fitness and educates patrons on proper equipment utilization and exercise programs. Screens participants for medical risk factors, and refers high-risk patrons to supervisor. Maintains current files on all patrons. Performs personal training sessions. Instructs and demonstrates proper bio-mechanic technique and explains applicable kinesiology of each machine. Performs routine inspections and minor maintenance on the facility and preventive maintenance on equipment. Ensures that the fitness center is prepared for scheduled and special events. Completes all required shift duties and opens and closes the facility as necessary. Provides accurate and current information about fitness and sport programs. Implements principles and behaviors of effective customer service. Issues equipment to patrons and conducts daily equipment inventories and hourly patron counts. Assists with special events or covers shifts at either fitness center. Collects money from patrons and keeps a change fund. Completes the Daily Activity Report (DAR) at the end of each shift. Performs other related duties as assigned.

Qualification Requirements

Six (6) months of general experience **and** six (6) months of specialized experience equivalent to NF-01 level **OR** two (2) years of education above high school that included at least 12 semester hours in courses related to recreation (e.g. basic psychology, group dynamics, physical education, arts and crafts, etc.).

General experience: any type of work that demonstrates the applicant's ability to perform the work of the position.

Specialized experience: experience at the NF-01 level (or equivalent) that is typically in or related to the work of this position.

YOU MUST ATTACH copies of transcripts, certificates or other acceptable evidence to your application to receive credit for education.

To determine order of referral, qualified candidates will be evaluated in conjunction with the following Knowledge, Skills and Abilities (K.S.A.):

1. Knowledge of the methods involved in various types of fitness or sports activities.
2. Practical knowledge of exercise science, physical fitness or related fields.
3. Knowledge of basic cardiovascular risk factors, weight loss and nutritional habits, proper bio-mechanic techniques.
4. Skill in giving instructions concerning proper use of exercise equipment.
5. Ability to maintain records and reports.
6. Ability to take body fat measurements in accordance with Navy policy.
7. Ability to take blood pressure readings.
8. Ability to deal effectively with others.
9. Ability to handle emergency situations.

The Department of the Navy is an equal employment opportunity employer. All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation or any other non-merit factor.